



Human Resources

DATE POSTED: July 14, 2006

REQ. # 06-187

NOTICE OF JOB OPENING
ST. LUCIE COUNTY BOARD OF COUNTY COMMISSIONERS
EQUAL OPPORTUNITY EMPLOYER

2300 Virginia Avenue Fort Pierce, FL. 34982 – 5652

Telephone (772) 462-1546 Jobline (772) 462-1967

<http://co.st-lucie.fl.us>

This position must be posted for at least five (5) working days from 07-14-06 TO 07-20-2006,
but will remain open until filled.

DEPARTMENT/DIVISION
COMMUNITY SERVICES
POSITION AVAILABLE
TRANSIT MANAGER
OF OPENINGS
1
STARTING SALARY
\$46,232.99
COMMENTS
VETERANS PREFERENCE
It is the policy of St. Lucie County to give preference to eligible veterans and spouses of veterans in appointment and retention in county employment positions in accordance with Chapter 295, Florida Statutes, and Chapter 22VP-1, Florida Administrative Code. Copies of Chapter 295 and Chapter 22VP-1 are available for review in the Human Resources Department.

JOB CODE: 660
PAY GRADE: 23
SALARY: \$46,232.99 - \$73,462.90
TRANSIT MANAGER

MAJOR FUNCTION: this is a professional position that requires creativity in solving complex problems, initiative and skills for improved mobility and public transportation services. Managing multiple priorities; experience with public facilities planning and design, including environmental and permitting processes. Coordination of planning and implementation of programs and activities with appropriate agencies, elected officials and contractors. This position will manage grant dollars and programs associated with the Transportation Disadvantaged (TD) Planning Grant. Federal Transit 5307 Administrative Fee, the transit MSTU and other grants. This position is also responsible for the duties required under the Transportation Disadvantaged program for the St. Lucie County Local Coordinating Board (LCB). The position applies for and manages multi-modal grants to improve transit and associated pedestrian facilities within the County to increase access to jobs, shopping, schools, and medical facilities. Must have a working knowledge of transportation planning process and principles required with ability to work independently with assignment in terms of broadly defined functions. This position reports to and coordinated the transit programs and its budget with the Community Services Director/Community Transportation Coordinator.

KNOWLEDGE, ABILITIES AND SKILLS NEEDED TO PERFORM THE ESSENTIAL JOB FUNCTION OF THE POSITION:

Knowledge: Planning principles and practices; statistical and other research techniques; state and federal regulations pertaining to transit regulations, grants and programs; general local government operations, with particular reference to County administration and management.

Abilities: Work independently, take initiative, work with transportation contractors, supervise secretarial and clerical staff members including assignment of work and review of same; establish and maintain a satisfactory working relationship with government officials, private organizations and the general public; and, effectively represent the Community Services Division to local, state and federal officials and the general public on procedural and technical matters; present information, ideas, and recommendations clearly and succinctly in written and verbal form; demonstrate sensitivity to political and fiscal constraints regarding transit issues, projects and programs.

ESSENTIAL JOB FUNCTIONS: Coordinate and supervise all facets of the transit programs. Analyze, and interpret complex data, maintain complex administrative records; prepare and present, independently or under direction, reports and programs related to transit. Assist in conducting and presenting surveys related to the implementation of the County transit programs. Oversee the implementation of the transit programs and other grant programs.

ESSENTIAL PHYSICAL SKILLS: Use of hands and fingers with dexterity. Good eye/hand coordination. Very frequent use of good near and far vision and good hearing. Periodic walking and standing. Periodic light lifting and carrying (30) pounds or less, reaching above shoulders, kneeling, bending and squatting. Ability to operate County automobile continuously for a period of one hour.

ENVIRONMENTAL CONDITION REQUIREMENTS: Requires work inside the office in a sedentary posture and some inspections outside the office. Periodic attendance at meetings inside and outside the County office buildings. Periodic travel out of County two or three days at a time.

WORK HAZARDS: Possible vision dysfunction due to heavy computer work.

Possible repetitive motion syndrome due to same.

SAFETY EQUIPMENT USED OR NEEDED: None.

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree in Planning, Public Administration, Business Administration or related field.

EXPERIENCE: A Bachelor's Degree in Planning, Public Administration, Business Administration or related field and four (4) years in related field. Computer experience necessary. A comparable amount of training or experience may be substituted for portions of these minimum requirements.

LICENSE, CERTIFICATION OR REGISTRATION: Valid Florida driver's license, or ability to obtain one within a month of employment. Good driving record.

*This position is funded by grants and boarding fees and will exist as long as the funding is available.

Union	Non-Union ✓	Exempt ✓	Non-Exempt
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